

**STATE OF MICHIGAN**  
**48<sup>TH</sup> JUDICIAL DISTRICT COURT**

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**INTERNAL AND EXTERNAL POSTING**  
**FINANCIAL & PERSONNEL SUPERVISOR**

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OPENING DATE: IMMEDIATELY  
CLOSING DATE: UNTIL FILLED  
SALARY: \$45,420 - \$62,867

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The 48<sup>th</sup> Judicial District Court for Bloomfield Township, Birmingham, West Bloomfield, Bloomfield Hills, Keego Harbor, Sylvan Lake, and Orchard Lake is accepting applications for a full-time Financial and Personnel Supervisor.

**GENERAL SUMMARY**

With general direction from the Court Administrator, supervises cash office as well as financial related positions. Also, develops, analyzes, evaluates and recommends policies and procedures in the areas of budget, reports, financial accounting, cash office, bond and trust, benefits and record keeping.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Participates in the planning, development, installation and maintenance of general accounting and other fiscal functions, including such things as budget planning expenditure control and GASB follow up. Performs cost effectiveness studies and cost benefit analysis.
2. Supervises cashiers and financial staff including back up cashier.
3. Payroll Processing – includes processing and step-ups, longevity, reimbursements, COLA and reconciling W-2s.
4. Assists and monitor reconciliation of band accounts, annual audit, and collections.
5. Reviews daily, monthly and quarterly financial reports, ensuring accuracy including the traffic/criminal delete audit report, cash assessment adjustment report and oversees cash office.
6. Oversees, monitors and reviews personnel record keeping, benefit programs and audit recommendations. Includes pension, health care, Principal, dental, workmen's compensation, standard and deferred compensation.
7. Assists in the automation of financial and personnel record keeping.
8. Monthly and quarterly reports to the State of Michigan.
9. Monitor collections

The primary purpose of this job description is to aid in establishing a salary rate or range for this job classification. Only those key duties necessary for proper job evaluation and/or labor market analysis have been included. This list is not all inclusive of the total scope of duties to be performed.

**JOB QUALIFICATIONS:**

Education: Minimum of a bachelors degree in accounting.

Experience: Three years of progressively more responsible experience preferably in public sector accounting and personnel which includes supervisory experience.

The successful candidate will have: Excellent organizational skills, knowledge of computers, be able to work well under pressure, possess excellent interpersonal communication skills in dealing with the Judges, Magistrates, co-workers and the public, plus an ability to be a team player.

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The qualifications listed above are intended to represent the minimum skill and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related criteria.

**EQUAL OPPORTUNITY EMPLOYER**

*Please submit resume and application:*

The 48<sup>th</sup> District Court  
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